



## Potter Park Zoological Society Board of Directors Meeting

*Dec. 12, 2022 – 11:30 to 1 p.m. in Welcome Center Conference Room*

### MINUTES

#### Present

Julie Pingston  
Bethany Wicksall  
Roxanne Truhn  
Gabe Rodriguez-Garriga  
George Berghorn  
Amy L. Morris-Hall, Society Executive Director

#### Absent

Karlene Belyea  
Aaron Davis

#### General Items

1. Meeting was called to order at 11:34 a.m.
2. Approval of Nov. 14, 2022 minutes – approved.
3. No members of public
4. Late Items/Deletion/Consent Items – None

#### Board Items

5. Executive Session – Executive Director Performance Review.
  - a. Gabe moved and Bethany seconded going into Executive Session to complete the Executive Director Performance Review. All approved and the board went into Executive Session at 11:35 a.m.
  - b. After Executive Session the board conducted the Executive Director's performance review. The board then approved a 10 percent pay increase for the Executive Director
6. Financial Report YTD (preliminary) through Nov. 30, 2022  
Revenue: Year to date revenue at \$1,138,204 is over budget by \$258,954 without capital campaign contributions.  
Expenses: Year to date expenses at \$908,127 are \$18,938 over budget overall and under budget by \$77,555 without capital campaign expenses.  
Net surplus: The net surplus is \$1,673,597 with capital campaign and expenses included. The net surplus from operations not including the capital campaign is \$230,076.  
Cash: The days of cash increased from 139 days as of Oct. 30, 2022 to 151 days of cash as of Nov. 30, 2022 with capital campaign cash and expenses not included.



## 7. Transaction of Business

- a. Old Business - None
- b. New Business
  - a. 2023 Budget

The Executive Director reviewed the 2023 budget with the board. The board passed the budget with the increase in wage for the Executive Director. Gabe moved, Roxanne seconded. Motion carried.

## Discussion Items

- 1. Board President Update
  - i. No report
- 2. Executive Director's report
  - a. Staff Update
    - i. Annual meeting with Deputy Controller and Zoo Director  
This meeting is required by the Society/Zoo contract to review the revenue the Society has generated for the zoo. The meeting was very positive, and the Deputy Controller is happy with the Society's revenue generation on behalf of the zoo.
  - b. Events/Education
    - i. Wonderland of Lights is still underway and going well. It is done Dec. 23.
  - c. Accreditation
    - i. Stephanie Pentiuk continues to work on the Education and Conservation documents for accreditation.
  - d. Communications Update
    - i. Heath Thurman is planning to pursue additional training in photo editing and anything else he believes will help him generate content for the zoo's website and social media.
  - e. Fund Development Update
    - i. The Society team is seeking Ice Safari sponsors.
    - ii. The 2023 Sponsorship packet has been completed.
  - f. Capital Campaign Update
    - i. The Glassen Foundation has committed to contribute to the campaign over five years beginning in 2024.
    - ii. State budget - Initial documents have been submitted to MEDC for receipt of the state budget allocation.

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- iii. Delta Dental - These funds will be transferred by the end of 2022.
  - iv. Consumers Energy - We are still waiting for information on this support.
  - v. JNL - We are still waiting for information on this support.
  - g. Animal update
    - i. The wolves were successfully relocated and are reportedly adjusting well to their new home.
3. Suggestions for future agenda items, discussion and/or board comments
- a. None
4. Public comment – No members of the public attended the meeting.

### **Adjournment**

The meeting adjourned at 12:20 p.m.

*2023 Meeting Schedule – Potter Park Zoo – Welcome Center Conference Room*

*Jan. 23, 2023*

*Feb. 27, 2023*

*March 27, 2023*

*April 24, 2023*

*May 22, 2023*

*June 26, 2023*

*July 24, 2023*

*Aug. 28, 2023*

*Sept. 25, 2023*

*Oct. 23, 2023*

*Nov. 13, 2023*

*Dec. 11, 2023*